

---

# MICROSOFT POWERPOINT

---

**SPRING 2009**  
**ADVANCED TRACK**



---

# PP: PRACTICE #1

1. Create a new Presentation
  2. In the first slide, enter the name for your main topic as the title and enter your name, **NJIT Teacher's course**, and the current year as the subtitles.
  3. Create a second slide. Enter, as a bulleted list, the different sub topics that you will cover (at least three).
  4. For each of your subtopics, use two slides.
  5. Select the design template that you prefer.
  6. Except for the first slide, enter text in the notes pane that represent reminders to you.
  7. Spell-check your presentation.
  8. Save it as **NJIT Presentation1**
-

---

# POWERPOINT: ENTERING A FOOTER

- The footer is usually text that can be made to appear in all of your slides.
    1. Open the presentation to which you want to apply footers.
    2. Click the **Header and Footer** option on the **View** menu. The Header and Footer dialog box appears.
    3. Put a checkmark on the **Footer** checkbox.
    4. On the text box right below the **Footer** checkbox, type what you want to appear as footer.
    5. Put a checkmark on the **Don't show on title slide** checkbox.
    6. Click **Apply All** to apply a footer to all of your slides.
-

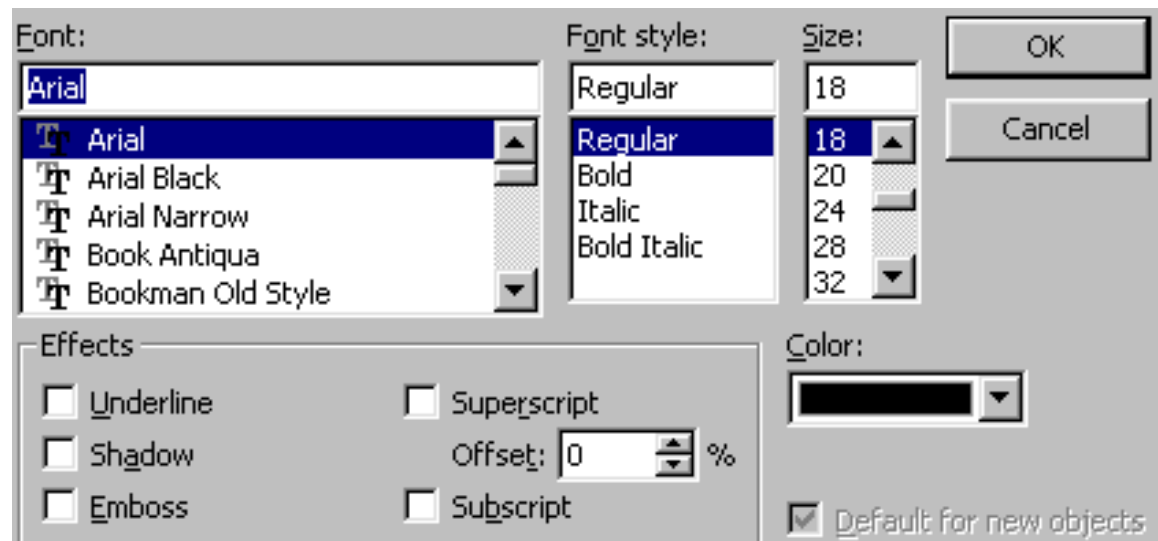
# CHANGING FONTS AND FONTS SIZES

1. Select the text that you want to change to another font and font size.
2. Go to the **Font** list and/or **Font Size** list arrow in the toolbar or click **Format** on the menu bar and click **Fonts**.
3. Select the new font and/or font size from the list or type the size that you want in the size textbox and click **OK**.
4. Under **Format**, click **Replace Font** and follow the instructions.



## APPLYING OTHER FONT EFFECTS (SUPERSCRIFT, SUBSCRIPT, COLOR, SHADOW...)

1. Select the text that you want to apply the effect.
2. Click **Format** on the menu bar, and then click **Font**.
3. In the section that says **Effects**, put a checkmark on the check box next to the effect that you want.
4. Click **OK**.



---

# FORMATTING TEXT

## ● *Proportionate Font Resize*

- If you want to increase or decrease the font size of a given text, without giving it a specific value:
  1. Select the text, which you want to increase or decrease its size.
  1. Click the big **A** button on the formatting toolbar to increase the size, or
  2. Click on the small **A** button on the same toolbar to decrease it.

## ● *Font Color*

- If you want to change the font color for a given text, use the drawing toolbar (bottom of the screen):
  1. Highlight the text, which you want to change its color.
  1. Click on the arrow next to the big A that represents the font color (next to the brush).
  2. Select the desired color.

---

## PP: PRACTICE #2

1. Create a footer for all your slides, except the title slide. Include the slide number and the date.
  2. Underline the titles of all your slides.
  3. Change the font for the content of your entire presentation to **Century Gothic**.
  4. Change the Font size for all your titles to **36** and use the **Comic Sans MS** font.
  5. Apply **Bold** and **Emboss** effects to the titles of all your slides that deal with the first and third sub-topic.
  6. Apply **Italics** and **Shadow** effects to the titles of all your slides that deal with the second sub-topic.
  7. Re-adjust the font size proportionally of your slides if necessary.
  8. Change the font color of all your titles to a different color, while retaining its readability.
  9. Re-save your work.
-

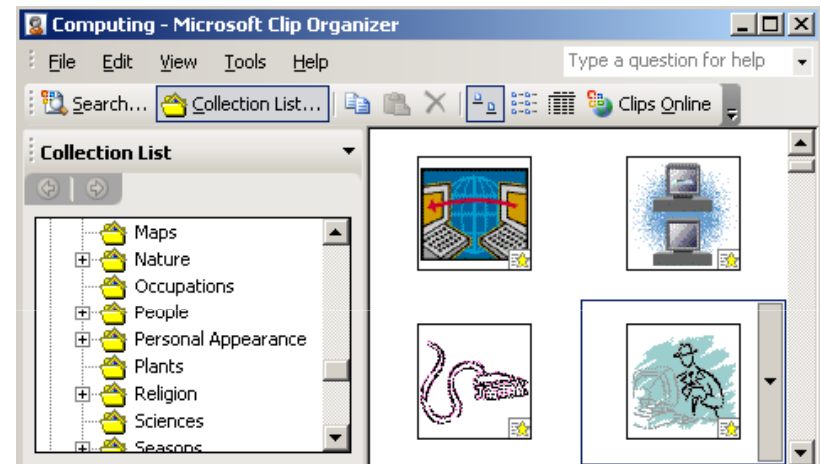
---

# ADDING A TEXT BOX

1. Select **Insert** on the menu bar and click on **Text Box**. Notice that the cursor changes shape.
2. Draw the textbox on the slide, or double-click it. If you just double-click it, then you'll have to resize it later.
3. Start typing.
4. When you are done, just click outside the Text box area.

# INSERT A PICTURE INTO A PRESENTATION

1. Click **Insert** and select **Picture** and then **Clip Art**.
2. Click on **Organize Clips**, then click **Office Collections**.
3. Click on a category.
4. Click on an Image. It will be selected.
5. Right-click the image to bring a pop-up menu.
6. Click **Copy**.
7. Select the insertion point in your presentation for your image.
8. Click **Paste**.



---

# INSERT AN IMAGE FILE

1. Click **Insert**
2. Point to **Picture**
3. Click **From File...**
1. Go to the folder where you want to get the picture file from.
5. Click on the image file.
6. Click OK. This will insert the image to your current slide.
7. Move and/or resize the image if desired.
- Some of the most common formats supported are:
  - JPEG Interchange format (\*.jpe, \*.jpg, \*.jpeg)
  - Windows Bitmap (\*.bmp)
  - Graphics Interchange Format (\*.gif)
  - Corel Draw (\*.cdr)
  - WordPerfect Graphics (\*.wpg)

---

# CHANGING THE SIZE OF PICTURES

- To change the size of a picture, while maintaining the correct aspect ratio:
  1. Click the picture to select it.
  1. Right-Click the picture. This will bring a pop-up menu.
  2. Click **Format Picture**. This brings the Format Picture dialog box.
  3. Click the **Size** tab. This will show you different options.
  4. Make sure **Lock aspect ratio** is checked. You can play around with the scale (E.g. 75% of its original size).
  5. Click **OK** to finish.

---

# INSERT A MUSIC OR SOUND FILE

1. Click **Insert**
2. Point to **Movies and Sound**
3. Click **Sound from File.**
1. Go to the folder where you want to get the music or sound file from.
5. Click on the sound or music file.
6. Click **OK.** This will insert a link to the sound or music file into your current slide.

# INSERT A MUSIC OR SOUND FILE

6. It will ask you whether the sound file should be played automatically. There are two possible options that you can select:
  - If you click **Automatically**, the file will be played automatically as soon as it appears in your slide.
  - If you click **When Clicked**, the file will only be played when you click on it.
7. Move and/or resize the sound icon if desired.
  - Some of the most common formats supported are:
    - Music Instrument Digital Interface (\*.mid)
    - Wave files (\*.wav)
    - Unix sound (\*.au)

---

## PP: PRACTICE #3

1. Create a new slide and make sure is the very last slide. Its slide layout should be **Title Only**. Type **What is Next...?**
2. Add a **Text Box** in the middle of the slide and type: “**Next week, we will cover [type a topic you would cover after finishing with this presentation].**”
3. In your last slide, insert a picture from the clip art collection. Find a picture that would be most related to the future topic.
4. Insert pictures either from the clip art collection or from files and put them as you see fit throughout your presentation.
5. Resize the picture from the last slide to 95% of its original size, while maintaining its proportion.
6. Insert music or sound file into the very first and very last slide of your presentation. It must be set to **automatically** for the first slide and to **when clicked** for the last slide. Hide the sound icons.
7. Re-save your work.

---

# ADDING ANIMATION SCHEMES

- PowerPoint has preset animation schemes with visual effects that vary:
  - The slide transitions
  - The methods in which the slide title and bullets or paragraphs display on the slides.
- These schemes are grouped in three categories:
  - Subtle
  - Moderate
  - Exciting
- The name of the animation scheme characterizes the visual effects that display.

---

# ADDING ANIMATION SCHEMES

1. Click **Slide Show** on the menu bar.
2. Click **Animation Schemes**. This will open the Slide Design task pane, showing you different animation schemes.
3. Scroll down the **Apply to selected slides** list and select the desired animation scheme.
4. Click the **Apply to All Slides** button.

---

## PP: PRACTICE #4

1. Set an animation scheme for all the slides related to your first subtopic only as **Elegant**.
2. Set an animation scheme for all the slides related to your second subtopic only as **Spin**.
3. Set an animation scheme for all the slides related to your first subtopic only as **Compress**.
4. Set the animation scheme for all your other slides as **Ellipse Motion**.
5. Re-save your work.

---

# SETTING SLIDE SHOW TRANSITIONS

1. Click the **Slides** tab. You will see all your slides on the left.
2. Click on the slide where you want to apply the transition.
3. Click on **Slide Show** on the menu bar, and then click on **Slide Transition**. The Slide Transition Task box appears.
4. Select the desired effect from the **Apply to selected slides** section.

---

# SETTING SLIDE SHOW TRANSITIONS

5. In the **Modify transition** section, select any of the prerecorded sounds, if you so desire.
6. In the **Advance slide** section, you can select if you want the transition to occur after an elapsed time, or if you want it to occur by a mouse click, or both.
7. The play button can give you a preview of how the slide transition would look like.
8. Close the Slide transition task box when you finish.

---

# SETTING SLIDE ANIMATION EFFECTS

1. Click the **Slides** tab. You will see all your slides on the left.
2. Click on **Slide Show** on the menu bar, and then click on **Custom Animation**. The Custom Animation Task box appears.
3. Select an element or elements in your slide to be animated.
4. Go to the Custom Animation task box and click **Add Effect**. This will display four different options.

---

# SETTING SLIDE ANIMATION EFFECTS

5. Click **Entrance**. You will see seven basic options.
6. You can select one of those, or click **More Effects...**
7. Many slide animations have **Direction**. You can experiment with different settings for different styles of presentations.
8. Click the **Play** button to see a preview of how the elements in a slide would be animated.

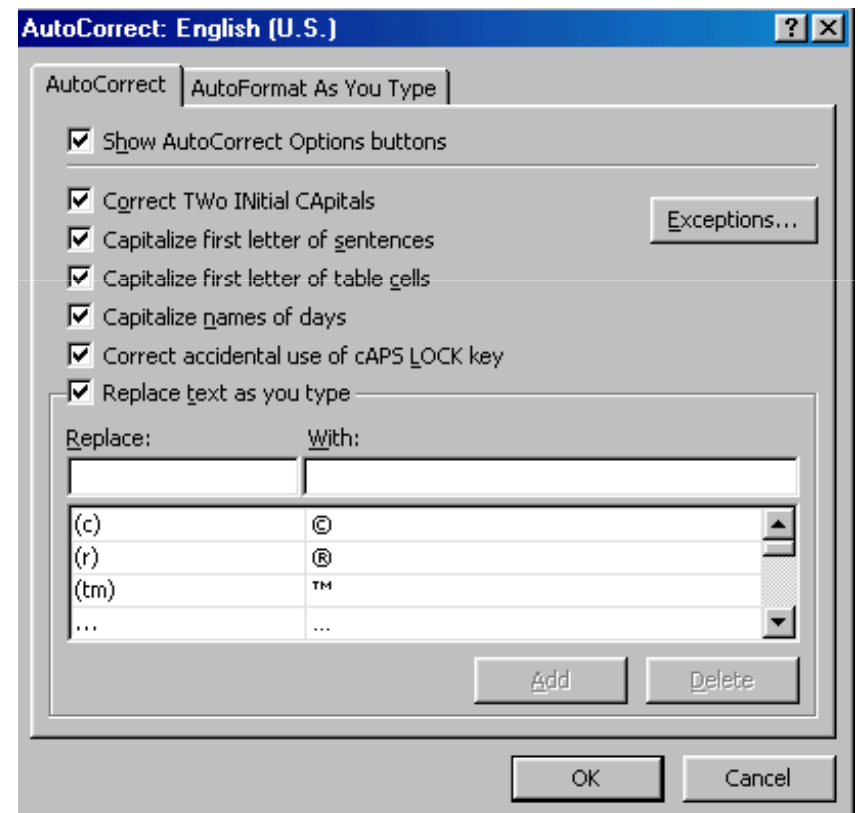
---

## PP: PRACTICE #5

1. Set the Slide Transition for all your slides to **Random Transition**.
2. Set **entrance** effects for any picture or element that is not being animated already. Choose the effect that would seem most appropriate for that object in the current slide.
3. Set an **exit** effect for the titles of your last slide. Choose the effect that would seem most appropriate for that title.
4. Set the **emphasis** effect for your second slide's main sub-topics. Use the style you deem most appropriate.
5. Re-save your work.

# CREATING AND USING AUTOCORRECT ENTRIES

1. Click **Tools** on the menu bar, and then click **AutoCorrect Options**.
2. Type the word that you want to automatically correct in the **Replace** textbox. (I.e. the word dr.)
3. Type the replacement in the **With** textbox. (I.e. the word Dr.) and click **Add**.
4. Click **OK**
5. Every time you type dr., it will be replaced by Dr.



---

# INSERTING A TABLE

1. Click **Insert**.
2. Click **Table**.
3. Select the number of rows and columns needed.
4. Click **OK**.

---

# PREVIEW A PRESENTATION

- If a color printer is not present, the way the slides appear on screen, is not necessarily the way it will appear on a printed page.
  - By clicking the **Color/Grayscale** button in the standard toolbar, you can see how your slides would look like when you print them in a colorless printer.
  - The default is color, but you can select **Grayscale** or **Pure Black and White**.
-

---

## PP: PRACTICE #6

1. Create an autocorrect entry for the first four letters of your last name. The AutoCorrect should complete your last name next time those four letters are typed.
2. Create a new slide to be the next to last slide. Create a table on that slide that has the main subtopics in column 1, pre-requisite concepts in column 2, and its practical use in real life. Fill the table.
3. Create a new slide to be the new next to last slide. Create a spreadsheet object and fill it with sample data that is related to your sub-topics.
4. Preview your presentation in **Grayscale, Pure Black and White** and **Color**.
5. Re-save your work.

---

# HYPERLINKS

- A hyperlink is a connection from a slide to another slide, a custom show, a Web page, or a file.
- The hyperlink itself can be text or an object such as a picture, graph, shape, or WordArt.
- hyperlinks become active when you run your presentation, not when you are creating it.
- When you point to a hyperlink, the pointer becomes a hand, indicating that it is something you can click.

---

# HYPERLINKS

- Text that represents a hyperlink is displayed underlined and in a color that coordinates with your color scheme.
- Pictures, shapes and other object hyperlinks have no additional formatting. You can add action settings, such as sound or highlighting, to emphasize hyperlinks.

---

# USING HYPERLINKS TO CONNECT SLIDES

- Follow these steps:
  1. Click **Insert**.
  2. Click **Hyperlink**. The Insert Hyperlink dialog box appears.
  3. In the **Link to** section, click the **Place on This Document** button. The slide list is displayed.
  4. From the slide list, select the slide where you want the link to go to when clicked.
  5. In the **Text to Display** box, type the name for the link.
  6. Click **OK**.

---

# USING HYPERLINKS TO GO TO WEBSITES

- Follow these steps:

1. Click **Insert**.
2. Click **Hyperlink**. The Insert Hyperlink dialog box appears.
3. In the **Link to** section, click the **Existing File or Web Page** button.
4. In the **Address** box, enter the desired web page's URL address.
5. In the **Text to Display** box, type the name for the link.
6. Click **OK**.

---

## PP: PRACTICE #7

1. In the last slide of each of your subtopics, create a link to the slide that has the list of your subtopics. Call the link **Go to Subtopic List**. Put it at the bottom right corner of the required slide.
2. Create at the bottom of your second slide a link called **Visit Microsoft** that points to the Microsoft website: **<http://www.microsoft.com>**.
3. Re save your work.

---

# ACTION BUTTONS

- An action button is a ready-made button that you can insert into your presentation and define hyperlinks for.
  - Use action buttons when you want to include buttons with commonly understood symbols for going to the next, previous, first, and last slides.
  - PowerPoint also has action buttons for playing movies or sounds.
  - Action buttons are most commonly used for self-running presentations—for example, at a booth or kiosk.
-

---

# USING ACTION BUTTONS

- Follow these steps:

1. Go to the location in your slide where you want to insert the action button.
2. Click **Slide Show**.
3. Point to **Action Buttons**. All available action buttons are displayed.
4. Click the desired button to be inserted. The **Action Settings** window appears.
5. If you selected a custom button, specify the action that you require. Otherwise, you can use the preset action.
6. Click **OK**.

---

# SLIDE MASTER

- The slide master is an element of the design template that stores information about the template, including font styles, placeholder sizes and positions, background design, and color schemes.
- The slide master's purpose is to let you make a global change — such as replacing the font style — and have that change reflected on all the slides in your presentation.

---

# SLIDE MASTER

- You would typically go to the slide master to do the following:
  - ❑ Change the font or bullets
  - ❑ Insert art — such as a logo — that you want to appear on multiple slides
  - ❑ Change placeholder positions, size, and formatting
- To see the slide master, you display master view.

---

# SLIDE MASTER

- You can make changes to the slide master just as you would change any slide.
- Remember that the text on the master is only for styling
  - ❑ actual slide text, such as titles and lists, should be typed on the slide in normal view
  - ❑ For headers and footers, in the **Header and Footer** dialog box.

---

# EDITING THE SLIDE MASTER

- Follow these steps:
  1. On the **View** menu, point to **Master**, and then click **Slide Master**.
  2. In the thumbnails on the left, click the slide master that you want to change. On the slide master, make the changes that you want.
  3. To return to normal view, on the **Slide Master View** toolbar, click **Close Master View**.
  4. Click **OK**.

---

## PP: PRACTICE #8

1. Go to the slide master and put a **Home** action button at the bottom of the second slide.
2. Resize the button as needed, it should be in the footer area, but as to not interfere with it.
3. Create a custom button in each slide, (except the first two slides) that points to **slide #2** when clicked.
4. Re save your work.



---

# MACROS

- You can automate tasks with a macro for those tasks you perform repeatedly in Microsoft PowerPoint.
- A macro is a series of commands that is stored in a Microsoft Visual Basic module and can be run whenever you need to perform the task.

---

# RECORDING A MACRO

- Follow these steps:

1. On the **Tools** menu, point to **Macro**, and then click **Record New Macro**.
2. In the **Macro name** box, enter a name for the macro.
  - **Note:**
    - The first character of the macro name must be a letter.
    - Other characters can be letters, numbers, or underscore characters.
    - Spaces are not allowed in a macro name; an underscore character works well as a word separator.
3. In the **Store macro in** box, click the location where you want to store the macro.

---

# RECORDING A MACRO

4. If you want to include a description of the macro, type it in the **Description** box.
5. Click **OK**.
6. Record the actions you want for the macro, and then on the **Stop Recording** toolbar, click **Stop Recording**.

# RUNNING A MACRO

- Follow these steps:

1. Open the presentation that contains the macro you want to run.
2. On the **Tools** menu, point to **Macro**, and then click **Macros**.
3. In the **Macro name** box, click the name of the macro that you want to run, and then do one of the following:
  - If you want to run a macro in a presentation, click **Run**.
  - If you want to run a macro from a Microsoft Visual Basic module, click **Edit**, and then in Microsoft Visual Basic Editor, click **Run Sub/UserForm** on the toolbar.

---

# USING MACROS IN OTHER PRESENTATIONS

1. Open both the presentation that contains the module you want to copy and the presentation you want to copy the module to.
2. On the **Tools** menu, point to **Macro**, and then click **Visual Basic Editor**.
3. In Microsoft Visual Basic Editor, on the **View** menu, click **Project Explorer**.
4. Drag the module you want to copy to the destination presentation.

---

## PP: PRACTICE #9

1. Create a new presentation.
2. Record a Macro called **TeacherPPDefault**. The following actions should be recorded.
  - Create a new slide using **Title and Text** as slide layout.
  - Create a new slide using **Title and Table** as slide layout.
  - Create a new slide using **Title and Chart** as slide layout.
3. Select the Design template called **Globe**.
4. Create a new presentation and run the macro.

---

# SECURITY WITH MACROS

- Because macros can contain viruses, be careful about running them.
- Take the following precautions:
  - ❑ run up-to-date antivirus software on your computer
  - ❑ **set your macro security level to high**
  - ❑ **clear the Trust all installed add-ins and templates check box**
  - ❑ use digital signatures
  - ❑ maintain a list of trusted publishers.

---

# SECURITY WITH MACROS

- Follow these steps:
  1. On the **Tools** menu, click **Options**.
  2. Click the **Security** tab.
  3. Under **Macro Security**, click **Macro Security**.
  4. Click the **Security Level** tab, and then select the security level you want to use.
  5. Click the **Trusted Publishers** tab.
  6. Remove the checkmark from the **trust all installed add-ins and templates check box**.
  7. Click **OK** twice.

---

# PACKAGE FOR CD

- It is a feature in Microsoft Office PowerPoint 2003 that allows you to copy one or more presentations along with supporting files onto a CD.
- The Microsoft Office PowerPoint Viewer is included by default on the CD and will run the packaged presentations on another computer even if PowerPoint is not installed.

---

# PACKAGE FOR CD

- Follow these steps:

1. Open the presentation that you want to package.
  - If you are working with a new presentation that has not been saved, it is recommended that you save the presentation.
  - Before you distribute a copy of the presentation, make sure to review personal and hidden information, and then decide whether it is appropriate to include this information in the package.
  - You may want to remove comments, ink annotations, and markup before you package your presentation.

---

# PACKAGE FOR CD

2. Insert a CD into the CD drive. **Notes**
  - You will need one of the following types of CDs: a blank recordable CD (CD-R), a blank rewritable CD (CD-RW), or a CD-RW with existing content that can be overwritten.
  - If you use a CD-R, make sure that you copy all of the files that you need to the CD the first time. After the files are copied, you cannot add more files to the CD.
3. On the **File** menu, click **Package for CD**.
4. In the **Name the CD** box, type a name for the CD.
5. To specify the presentations that you want to include, as well as the play order, do any of the following:

---

# PACKAGE FOR CD

- ❑ To add more presentations or other files that are not included automatically, click **Add Files**. Select the files that you want to add, and then click **Add**.
  - ❑ By default, the presentations are set up to run automatically in the order in which they are listed in the **Files to be copied** list.
    - ❑ To change the play order, select a presentation, and then click the arrows to move it to a new position in the list.
    - ❑ By default, the presentation that is currently open is already in the **Files to be copied** list. Files that are linked to the presentation, such as graphics files, are included automatically but won't appear in the **Files to be copied** list.
    - ❑ MS Office PowerPoint Viewer 2003 is included by default
6. To remove a presentation, select it, and then click **Remove**.

---

# PACKAGE FOR CD

7. To change the default settings, click **Options**, and then do any of the following:
    - ❑ To exclude the PowerPoint Viewer, clear the **PowerPoint Viewer** check box.
    - ❑ To prevent presentations from playing automatically, or to specify a different automatic play option, click an option in the **Select how presentations will play in the viewer** list.
    - ❑ To include TrueType fonts, select the **Embedded TrueType fonts** check box.
    - ❑ To require a password to open or edit all packaged presentations, under **Help protect the PowerPoint files**, enter the password that you want to use.
  8. Click **OK** to close the **Options** dialog box.
  9. Click **Copy to CD (in our case click Copy to Folder)**.
-

---

## PP: PRACTICE #10

1. Package the presentation **NJIT Presentation**.
  - Make sure that you save it in your own flash drive, or zip disk using **Copy to folder** (select **don't play the CD automatically** option)
  - If you brought a CD-R, or CD-RW, then you can use **Copy to CD** (leave the default options).
2. Try running the presentation from the CD. If you used the flash drive, try running the PowerPoint viewer instead.